

**INFORMATION TECHNOLOGY ADVISORY BOARD
MINUTES – OCTOBER 25, 2005
COMMUNITY COLLEGES BOARD ROOM**

The Information Technology Advisory Board (ITAB) met October 25, 2005, at 10:30 a.m., in the Department of Community Colleges Board Room, Caswell Building, Raleigh, NC. Secretary of Revenue, Norris Tolson, presided.

The following ITAB members were present:

Norris Tolson, Chair
Bill Albers (via teleconference)
Anne Bander
Joseph Cooper, Jr.
Lee Mandell (via teleconference)
Renee Martin
John McCann
Robert McMahan (via teleconference)
Thomas Miller
Steve Rao

The following ITAB members were absent:

Jim Anderson
Dede Ramoneda

OPENING REMARKS/INTRODUCTIONS

Secretary Norris Tolson welcomed the ITAB members and expressed his appreciation for their willingness to serve on the Board. He introduced State Representative Joe Tolson to address the group. Representative Tolson said that he would like to see the members take an active role in counseling the ITAB Chair and the State CIO on statewide technology matters. He stated that, “We need your input to achieve the goals of Senate Bill 991...in order to give the citizens of North Carolina better access to their State government.” He said that he plans to be receptive to any suggestions from the Board as they relate to future changes to the bill. Representative Tolson also added that this body would be key to SB 991’s successful implementation.

Chair Tolson added that this is an important Board and has the potential to become an important ally for the State CIO and his team. He also said that the Board should be constructively critical when it needs to be and be candid in its mission, planning to probe when necessary. The Chair then introduced other guests seated at the table—Deputy State CIO Bill Willis of Information Technology Services (ITS), and Jonathan Womer of the Office of State Budget and Management. Also introduced were speakers for the day’s meeting, Ann Garrett, State Chief Information Security Officer, and Michael Singletary, ITS Enterprise IT Manager.

MINUTES

Upon motion by Joe Cooper and second by Renee Martin, the June 28, 2005, minutes were unanimously approved.

STATE CIO REPORT

State CIO Bakolia presented an overview of the Information Technology Fund established by G.S. 147-33.72H, and highlighted those areas where appropriations have been made to the Office of Information Technology Services. He suggested that the board members continue to check the State CIO website for updates. Discussion followed on how the decision process works for determining what is funded. Chair Tolson mentioned that the ITAB will be consulted before the State CIO makes his recommendations for funding to the Office of State Budget and the General Assembly. Jonathan Womer confirmed that the January 2006 ITAB meeting would be the time for recommendations to be made so that the Legislature may consider them during the February-March timeframe. Mr. Bakolia said that he would make reports available to the Board that would be helpful to them in the decision making process.

The second part of Mr. Bakolia's presentation dealt with the Portfolio Management Project. This is one of the initiatives set out in S.B. 991 to improve the planning for and budgeting of IT investments and to ensure that IT projects are as risk-free as possible. Another major objective of this project is to develop and maintain a comprehensive database of major state software applications. Mr. Bakolia said that ITS has already completed "hands-on" and "theory" training sessions specific to Portfolio Management with great success. He reviewed the timeline and projected next phase (Legacy Applications) of the initiative. More details specific to the Portfolio Management Tool implementation may be found on the State CIO's website, <http://www.scio.state.nc.us/PortfolioManagementInitiative.asp>.

Following the State CIO's presentation, Bob McMahan suggested that the ITAB members receive a continuous flow of material from the State CIO's office so that they may be in a better position to offer advice when called upon. Chair Tolson agreed that keeping the ITAB current on continuing IT initiatives was important, and that the upcoming report that is due to the Legislature from the Office of State Budget and Management is one of the items that could be provided to them ahead of time in January. The Chair also noted that he is willing to hear suggestions from the members about the frequency of future ITAB meetings.

Discussion followed on whether the agencies' response to the portfolio management training has been positive or not. Mr. Bakolia believed that it has been positive, but some handholding will continue to be required by ITS. Mr. Womer agreed, saying this is so because it requires the buy-in of agency CFOs as well as the CIOs. The Chair noted that his agency (Dept. of Revenue) recently established a fourth deputy position to monitor projects. Deputy State CIO Bill Willis said that ITS's project managers meet with agency project managers on a regular basis. He agreed that this is an administrative burden to the agencies they did not have before, but it adds value to the process. He said that we are one-third of the way "into this journey," and when we come to maturity, the agencies' costs will come down.

Mr. Bakolia reported that he and other ITS staff members had attended the Annual Conference of the National Association of State Chief Information Officers (NASCIO) last week in San Diego, and North Carolina won three of the eight recognition awards given for outstanding achievement in the field of Information Technology. The awards were given for:

1. North Carolina Taxpayer Assistance & Collection Center (Communications Infrastructure category), N.C. Dept. of Revenue

2. North Carolina Statewide Technical Architecture (Enterprise Information Architecture category), N.C. Office of Information Technology Services
3. North Carolina Statewide Security Initiatives Program (Security & Business Continuity category), N.C. Office of Information Technology Services

BYLAWS

Secretary Tolson said that rather than discuss the proposed ITAB bylaws at today's meeting, he planned to set up a committee to review the bylaws and bring a recommendation for their approval before the Board at the January meeting. He asked the following members to serve on the committee: Anne Bander, Tom Miller and Lee Mandell. Danny Lineberry, ITS Senior Advisor, will assist the committee in this endeavor.

STATEWIDE SECURITY UPDATE

Ann Garrett, State CISO, reviewed the results of the 2004 Security Assessment and the statewide significance of the consequences of that assessment. She also reviewed the statewide security initiatives and spoke briefly about the State Network. In addition to the security oversight provided by her office, Ms. Garrett's security team has recently completed the coordination of security training for state agencies (Enterprise Training Plan) at a greatly reduced cost. Discussion followed on what the State CIO's response would be if agencies failed to follow the recommended approach outlined as a part of the State's security initiative. Ms. Garrett offered to share information with the Board upon request.

BUSINESS CONTINUITY PLANNING

Michael Singletary, ITS Enterprise IT Manager, presented an overview of the workings of the ITS Strategic Initiatives Office and how they implement the legislation enacted by the General Assembly that requires that state agencies prepare Business Continuity Plans (GS 147-33.89). Mr. Singletary reviewed the agencies' Business Impact Assessment (BIA) results after, "leveraging the Business Impact Assessment tool to help each agency understand its risks and what assets need to be protected." Mr. Bakolia added that the Business Continuity Plan is a business issue outside of the IT Fund. He noted that this is a business education issue that is not generally understood.

NEXT MEETING

Chair Tolson noted that, in the interest of time, there were some important discussions on today's agenda that would need to be carried over to a future meeting. In order to give the Board adequate time for input into the January 2006 report to the Office of State Budget and Management, he would like to hold a called meeting in early December. He will email some suggested dates for the called meeting to everyone soon and then notify everyone of the final date selected.

ADJOURN

The meeting adjourned at 12:40 pm.